Administrative Policies and Procedures: 7.7

Subject:	**Network Storage of Electronic Information**
Authority:	TCA 37-5-105; 37-5-106
Standards:	None
Application:	To All Department of Children's Services Employees

Policy Statement:

Electronic information shall be stored according to the rules and regulations established by the State Office of Information Systems and the DCS Office of Information Technology.

Purpose:

To establish guidelines and minimum requirements governing the storage location of electronic information to lessen the risk of lost electronic information.

Procedures:

A. Storing electronic information

1. The objectives outlined below are established to assure that:
   a) All electronic information created by users is stored on the network drive (commonly referred to as the *F: drive*) and not the desktop computer drive (commonly referred to as the *C: drive*).
   b) Users understand that the storage of electronic information on the Desktop computer drive is highly susceptible to loss.
   c) Users understand that the storage of electronic information on the network drive is secure and is backed up on a nightly basis.
   d) Disruptions to state government activities from inappropriate storage of electronic information are avoided.
2. All new computers installed after 02/01/2000 will have the default locations for saving electronic information set to the network *F: drive.*
3. The user will utilize this default setting for the storage of all electronic information that is vital to the business of the Department of Children's Services

B. Storage of electronic information outside network drive

In the event that it is desirable to temporally store electronic information outside of the network drive location, the user must be aware that loss of electronic information is most likely not recoverable and accepts the risk.

C. Internal Affairs and Internal Audit	For added security, Internal Affairs and Internal Audit may utilize removable medium (diskettes, compact disks, audio tapes, video tapes, paper, etc.) for the storage of extremely sensitive documents. The removable medium should also have a backup in the event of unrecoverable damage.
D. Storage limits	1. Storage of electronic information is limited. The limit in technical terms is 500 mega-bytes. This limit exceeds most business needs and is only in place as a precaution. 2. Storage of electronic information is limited to business related files only. Personal files such as music files are not authorized. 3. Periodic scans of the network will be performed to ensure compliance.

Forms:	*None*

Collateral documents:	*None*